



The City Beautiful

City of Coral Gables Job Description

Job Title: Parking Data Specialist
Department: Public Works/Parking Division
Classification: 0708
Pay grade: 15C
FLSA: Non- Exempt

Prepared Date: 06/2014
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Summary

Performs varied, specialized clerical work including bookkeeping, accounts payable/receivable according to established procedures. Responsible for posting, reconciling and balancing daily collection receipt for Administrative Office in the Parking Department. Responsibilities include assisting public at customer service window, data entry, maintaining journal ledgers, records maintenance and printing related reports. May assume responsibilities of administrative supervisor when necessary. Work is assigned and reviewed under the general guidance of a supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Posts and maintains journal ledgers and other records. Runs required reports to summarize, track, verify, reconcile and balance data.

Post, reconcile and balance daily collection receipt for Administrative Office.

Balances tickets and logs all data in the daily collection journal for cashier' booth. When needed makes daily deposits for cashier's booth.

Inputs information for printing quarterly parking permits.

Processes invoices for payment. Verifies data as requested. Processes billings.

Processes and inputs all mail permit renewals.

Researches and compiles data. Calculates figures and processes invoices for refunds on permits, cash-keys and valet.

Posts and maintains monthly reports on daily revenue for cashier's booth.

Disseminates information to division employees. When needed gives assignments and trains clerical personnel.

Ensures that supplies are maintained and properly ordered.

Assist the public and other departments by answering questions; acquires information, provides general assistance regarding complaints and resolves customer problems.

Performs a variety of clerical duties including data entry, record keeping, answers phones, operates computer Excel program, and uses calculator, fax and copier machines.

Replies to e-mail communications from the public and inter-office.

Performs Cashier duties including but not limited to selling parking permits, meter bags, residential permit parking, cash-keys, validation stickers and valet.

Acts as Administrator Supervisor when necessary.

Back-up for payroll and Legistar.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of departmental operations, policies and procedures, rules and regulations. Knowledge of the principles and practices of accounts receivable, accounts payable, bookkeeping, and cashiering. Ability to make arithmetic computations, tabulations and reconcile accounts. Ability to maintain detailed records, conduct research and compile data into reports. Ability to operate computer, calculator and other office equipment. Ability to communicate effectively with management, co-workers, the public and City officials. Ability to supervise the work of others (when acting in Administrative Supervisor position) in a manner conducive to full performance and high morale. Good written and oral communications skills are necessary.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent.

Coursework in accounting or bookkeeping and data entry.

Minimum two (2) years of relevant experience in accounts receivable, accounts payable or cashiering to include computer background.

A comparable amount of training or experience may be substituted for the minimum qualifications.